

**MINUTES OF A REGULAR MEETING OF THE BICYCLE AND PEDESTRIAN
ADVISORY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,
AUGUST 28 AT 7:00 P.M. AT CITY HALL-COMMUNITY CHAMBERS, ONE NORTH
SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

PRESENT: Jim Fenton (Acting Chair), Bill Crook, Chris Hlavka, Wes Brinsfield, Bill Sheppard
Cedric Novenario (Staff Liaison)

ABSENT: Suzanne Ambiel (Chair), Karl Danz (Vice-Chair)

SELECTION OF ACTING-CHAIR

Prior to the start of meeting, the staff liaison requested the commission to select a chair to conduct the regular meeting in the absence of both the Chair and Vice-Chair. Commissioner Jim Fenton volunteered.

On a motion by Bill Sheppard, seconded by Chris Hlavka, Commissioner Jim Fenton was approved to be Chair.

PUBLIC COMMENTS

Bill Maston, of the Los Altos Property Owner's Downtown (POD) submitted a letter and spoke about the possible relocation of the US Mailboxes on First Street. See attached regarding the letter.

Charles Crane provided comments to item #3. In general, Mr. Crane suggested and endorsed that safe routes to school should be included in the Pedestrian Master Plan. He also gave a specific location where school routes and safety should be considered at Arboretum and Diadora.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

On a motion by Wes Brinsfield, seconded by Bill Crook, the item is approved as amended.
Passed 4-0. Bill Sheppard abstained.

2. Artistic Bike Rack Policy

Staff presented the proposed Artistic Bike Rack Policy. The commission provided feedback. This item will be returned at a future commission meeting with comments incorporated.

3. Pedestrian Master Plan

Staff and City Consultant, Alta Planning and Design provided a presentation regarding Working Paper #1 Existing Conditions Assessment. The commission and members of the public provided feedback to the presentation and the report. Comments will be incorporated in subsequent drafts.

INFORMATIONAL ITEMS

4. School Commutes

Staff provided an update regarding the work completed by the second School Commutes sub-committee meeting. The report reinforces the approach delineated in the first meeting with some a modification of identifying one elementary school to be a "pilot program" for implementing (or enhancing an existing) school-specific commute program. Also, the committee

determined that the planned Community Meeting will take place later in 2013 or early 2014 to allow for the committee to outreach to the school district and partner about school commutes. The next sub-committee meeting is TBD.

5. Monthly Staff Reports

Staff liaison updated Commission on related Capital Improvement Projects.

ADJOURNMENT

Acting Chair Jim Fenton adjourned the meeting at 9:41 p.m.

August 28, 2013

Los Altos Bicycle and Pedestrian Advisory Commission
Los Altos City Hall Community Chambers
One North San Antonio Road
Los Altos, CA 94022

RE: Possible Relocation of Existing Drive through Post Office Boxes on 1st Street

Dear Advisory Commission Members:

At today's meeting, 08/28/13, the members of the Los Altos Property Owner's Downtown (POD) voted to endorse keeping the existing drive-through post boxes in their current location on First Street.

BENEFITS OF EXISTING LOCATION

1. Existing location is out of primary downtown congestion area for vehicular traffic, pedestrian and bicycle users.
2. Existing location is safe for pedestrian and bicycle users.
3. Existing location has proved effective, convenient, and safe for more than 50 years.
4. Does not reduce or impact adjacent parking areas.

CONCERNS ABOUT POTENTIAL RELOCATION BEHIND CHASE BANK / 3RD STREET LOCATION

1. New location will increase traffic problem and congestion as it will limit access from multiple downtown locations and force access off of San Antonio Road.
2. New location will increase traffic problem in adjacent parking lots and force illegal u-turns.
3. New location will most likely reduce and/or eliminate some existing parking.
4. New Location does not address traffic and parking impacts.

5. The back of the current post office has created parking and parking lot circulation problem as patrons drop off mail and packages without using parking spaces. This clogs the parking lot, increases congestion in the parking lot and reduces usable parking spaces. It could only be assumed that relocating the drive through post box behind the Chase Building on 3rd Street would create similar problems.

**CONCERNS ABOUT POTENTIAL RELOCATION BEHIND LOS ALTOS PHARMACY
/2ND STREET LOCATION**

1. New location will increase traffic problem and congestion as it will limit access from multiple downtown locations.
2. New location will most likely reduce and/or eliminate some existing parking.
3. New Location does not address traffic and parking impacts

Los Altos POD sees no rationale for permanently relocating existing drive through mail boxes when there is only a temporary inconvenience created by the current construction on First Street. Los Altos POD endorses maintaining the drive-through post box drop off in its current location on First Street.

Respectfully submitted,

Los Altos Property Owner's Downtown
Board of Directors



DATE: September 25, 2013

AGENDA ITEM # 2

AGENDA REPORT

TO: Bicycle and Pedestrian Advisory Commission

FROM: Zachary Dahl, Senior Planner

SUBJECT: New Office Building – 467 First Street

RECOMMENDATION:

Recommend approval of Commercial Design Review Application 13-D-06 to the Planning and Transportation Commission

BACKGROUND

As outlined in the Zoning Ordinance, the Bicycle and Pedestrian Advisory Commission shall consider projects at a public meeting and act in an advisory capacity to the Planning and Transportation Commission on bicycle and pedestrian matters. For Commercial Design Review applications, the Commission shall provide an advisory recommendation on the elements of the application that pertain to bicycle and pedestrian issues.

The City does not have a bicycle parking ordinance, but does use the VTA Bicycle Technical Guidelines as a recommended bicycle parking guideline. For office buildings/office uses, VTA recommends one space per 6,000 square feet (75% Class I and 25% Class II). A Class I space is defined as one that protects the entire bicycle and its components from theft, vandalism or inclement weather and is appropriate for long-term parking (two hours to all day). A Class II space is defined as a rack to which the frame and at least one wheel can be secured with a user provided U-lock or padlock and cable and is appropriate for short-term parking (less than two hours).

DISCUSSION

This is a Commercial Design Review application for a new three-story, 17,156 square-foot office building at 467 First Street with surface parking and one level of underground parking. The existing site includes a vacant lot (former gas station), Burger Town, the Barking Lot and a portion of public right-of-way (alley) that is owned by the City. The project site is zoned CD/R3 and CD, both of which allow for the development of commercial office uses. The site is located on the corner of South San Antonio Road and First Street. The project would use the public alley and a driveway on South San Antonio Road to access the surface parking and a driveway on First Street to access the underground garage.

As recommended by the VTA guidelines, the project should provide three bicycle parking spaces (two Class I and one Class II). The project is substantially exceeding this guideline by providing four Class I bicycle lockers in the underground parking, along with an end of trip facility (bathroom with

shower and changing room), and six Class II bicycle racks (12 spaces) along First Street and on the site adjacent to the underground parking garage driveway.

The sidewalk along South San Antonio Road would seven feet wide with tree wells located at the back of sidewalk (five-foot sidewalk width at the tree wells). This is consistent with the sidewalk and street tree pattern along San Antonio Road.

The sidewalk along First Street will vary in width from five to nine feet and include landscaped parkways between the back of curb and edge of sidewalk. Truncated domes and wider sidewalk with lower landscaping has been provided at the parking garage driveway to improve vehicle visibility and pedestrian safety.

ENVIRONMENTAL REVIEW

This project will require an environmental initial study and a Negative Declaration as required by the California Environmental Quality Act. This evaluation will be prepared prior to review by the Planning and Transportation Commission.

Attachments:

- A. Applicant Cover Letter

September 17, 2013

City of Los Altos
Planning Division
One North San Antonio Road
Los Altos, CA 94022

Re: 467 First Street- "Southgate" Bicycle and Pedestrian Advisory Commission (BPAC) Project Description

To Planning Staff and Bicycle and Pedestrian Advisory Commission:

Attached is Hayes Group Architect's submittal package for 467 First Street for Commercial Design Review. The project applicant is Hayes Group Architects on behalf of Southgate Partners LLC. This package includes 1 PDF file including; the zoning compliance analysis, massing elevations, truck circulation plan, site landscape improvement plans and images, the proposed site plan, floor plans and roof plans, elevations, sections, and color rendered perspectives.

1. EXISTING CONDITIONS

The site is an aggregate of three parcels on either side of an existing city alley. One parcel, is a triangular lot located at the corner of South San Antonio Road and First Street, one is the site where Burger Town restaurant is located and the other is where the Barking Lot business is located.

The existing site edges include four (4) driveway curb cuts and sidewalk widths of 7'-0" along San Antonio Road, and three (3) driveway curb cuts along First Street. The project proposes to combine the sites on either side of the alley and remove the city alley and provide an easement for vehicular traffic. The combined site is bound by an existing commercial building to the North and an automobile repair shop on the Northeast.

2. PROPOSED PROJECT

We propose to demolish the Burger Town and the Barking Lot buildings and create a new, commercial office building with a gross floor area of 17,156 SF. The new office building would consist of a three-story portion along First Street and two-story portion along South San Antonio Road.

The building's forms are simple and recognizable with shed roofs and green roofs. The three-story portion is partially stepped back from First Street to reduce the scale and provide abundant roof terraces for the occupants. The two-story portion along San Antonio Road extends from the parking lot to the corner, terminating in an outdoor amenity with landscaping and low wall forms.

The proposed site design includes an enhanced pedestrian experience with additional street trees, landscaping planters, low stone walls and articulated sidewalks along the bounding edges. The sidewalks are to be replaced with integrally colored (beige/earth-tone) concrete with a sandblast finish. Driveway curb cuts will be reduced from four (4) on San Antonio Road to one (1), and three (3) along First Street to one (1).

To address the goal of the city's San Antonio Road Streetscape Plan of screening parked cars, a continuous low (+/-26" tall) architectural planter is proposed. The planter will be constructed of a colored concrete (beige/earth-tone), or stone cladding. A continuous line of low, colorful plantings, +/-18" to +/-30" tall will attractively and effectively buffer the small on-grade parking lot.

A widened sidewalk that varies from 7'-0" to 9'-5" is proposed along First Street with additional landscaping elements including new street trees, low planters, and low in ground planters as well as additional bicycle parking spaces.

3. PARKING & BICYCLE SPACES

Onsite parking will be available at two locations:

1. Sixteen (16) parking spaces will be available on a surface lot accessed to and from South San Antonio Road.
2. Twenty-nine (29) parking spaces designated as employee parking, will be available in a below grade garage accessed via First Street.

Bicycle parking will be provided in accordance with VTA bicycle parking standards with four (4) Class I lockers located in the garage, and six (6) Class II spaces at grade by the entry to the garage. Six (6) Class II spaces are located along First Street. Four (4) bicycle parking are required. Twelve (12) additional Class II spaces are proposed above VTA bicycle parking standards requirements.

Changing rooms and a shower facility will also be located in the garage level near the bicycle parking and lobby entry.

The San Antonio Road Class II bicycle lane will remain as is today. The new proposed street trees along San Antonio Road will be located at the back of sidewalks and specified with raised canopies to provide ample circulation clearance below as well as clear sightlines to the vehicular entries.

We look forward to a staff review and scheduling of the BPAC hearing so that we can proceed with the development of this project.

Please call me at (650) 365-0600x15 if you have any questions.

Sincerely,



Ken Hayes, AIA
Principal

cc: South Gate Partners, LLC

SOUTHGATE

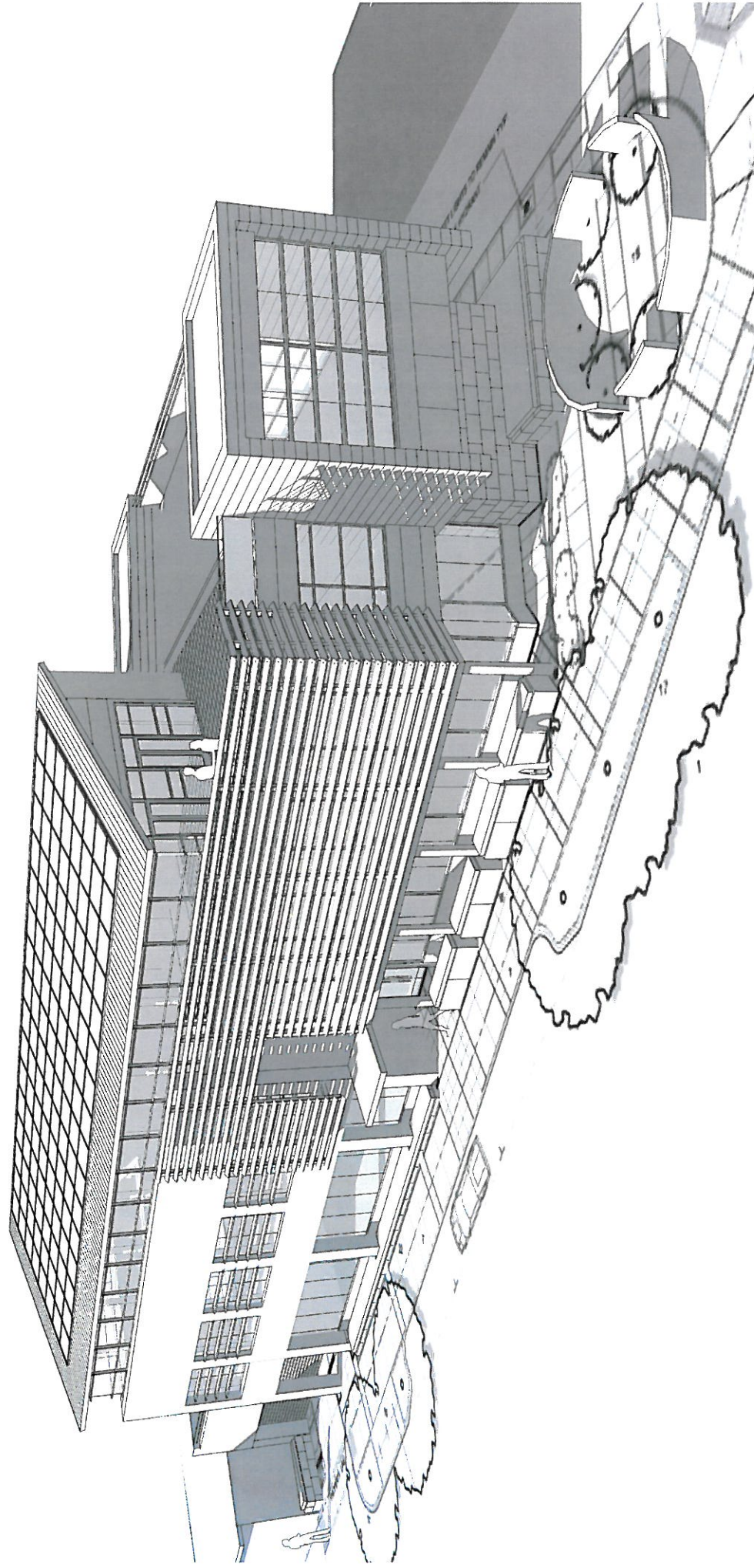
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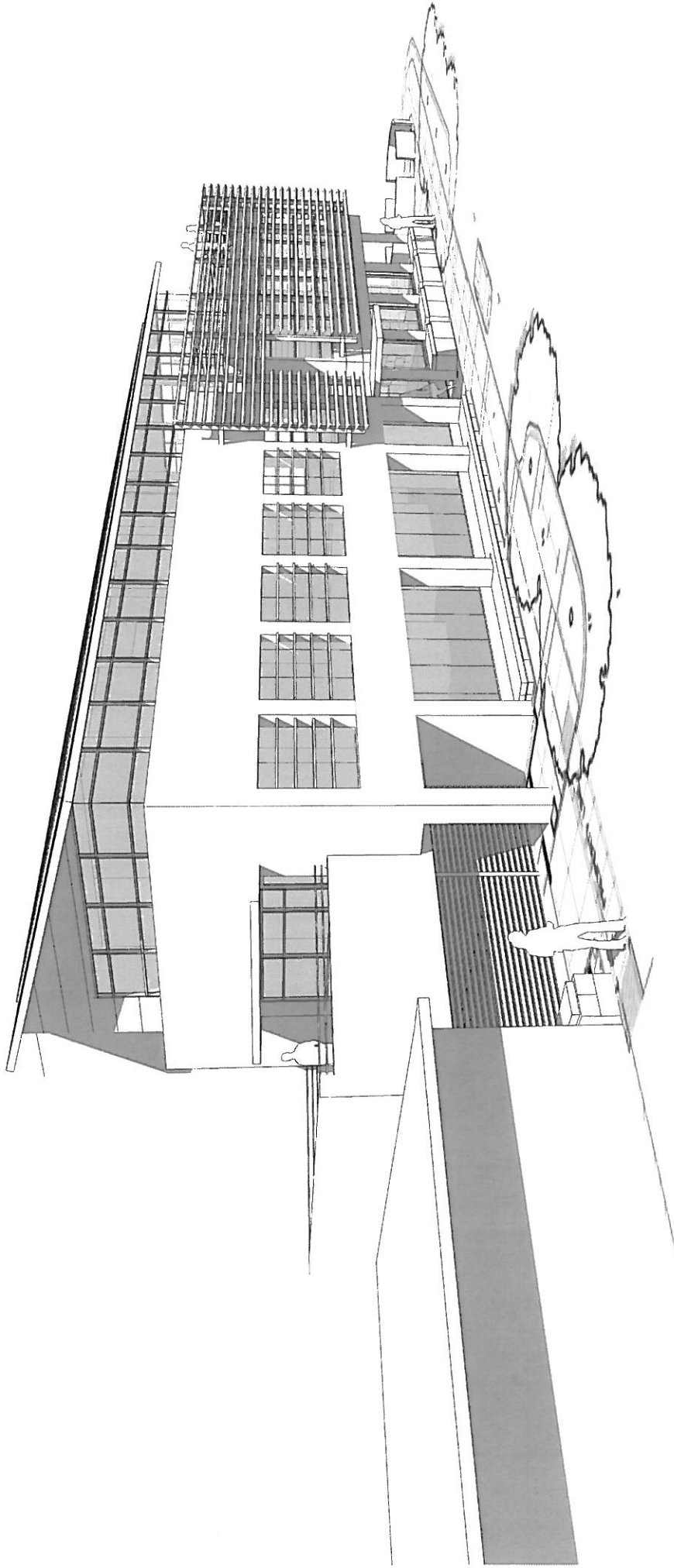
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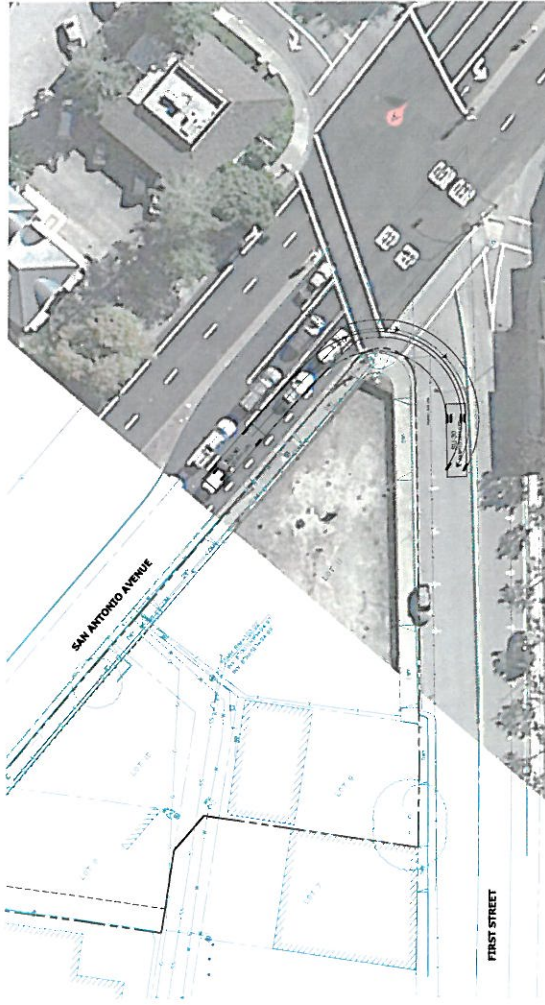
M. PECVENIK



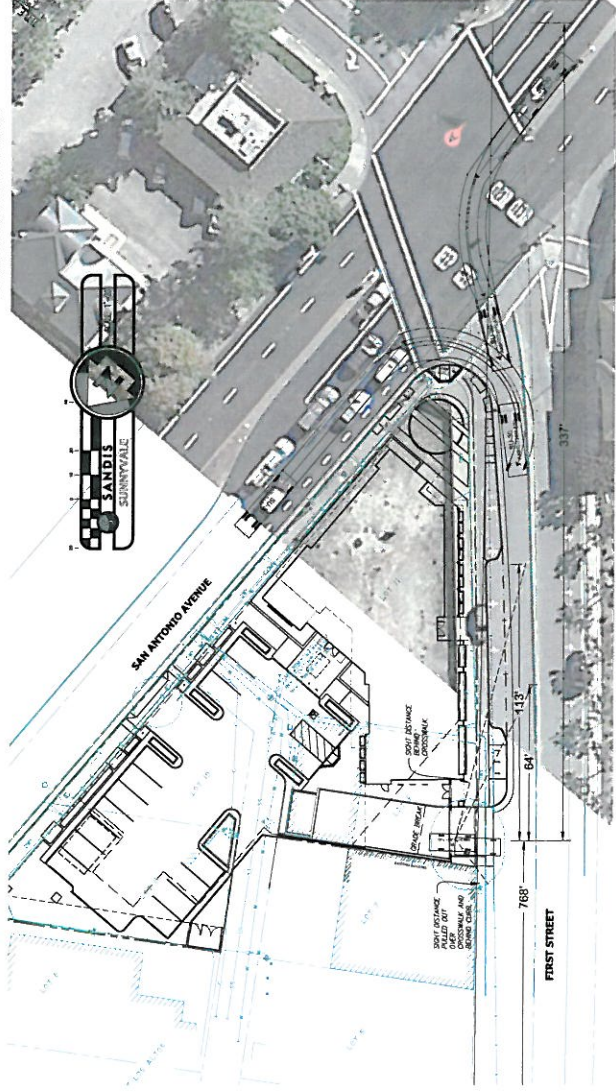


SOUTHGATE - 467 FIRST STREET, LOS ALTOS, CA 94022
MULTI-UNIT RESIDENTIAL DEVELOPMENT | PROJECT 11/17/24

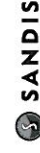
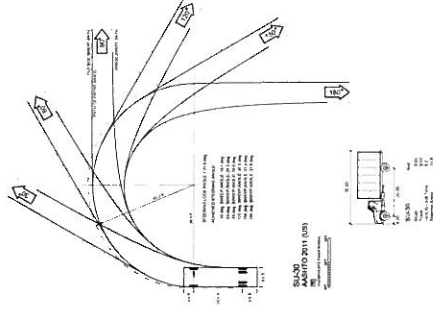
STREETVIEW FROM FIRST STREET
A0.2.3
SCALE N.T.S.



EXISTING CONDITIONS



PROPOSED IMPROVEMENTS AND GARAGE SIGHT DISTANCE STUDY



CIVIL ENGINEERS
LANDSCAPE ARCHITECTS
PLANNERS

1000 S. Santa Anita Avenue
San Antonio, TX 78204
210.491.1111
www.sandis.com

UNIVERSITY MICROFILMS
SERIALS ACQUISITION
300 N. ZEEB RD.
ANN ARBOR, MI 48106-1500
616.763.0900
www.umi.com

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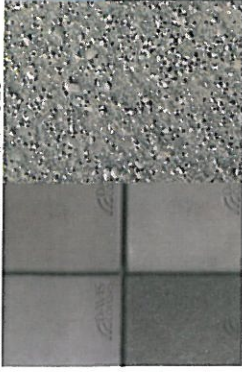
04-18-13 PLANNING APPLICATION RESUBMITTAL | HQ 88010CT#107 00

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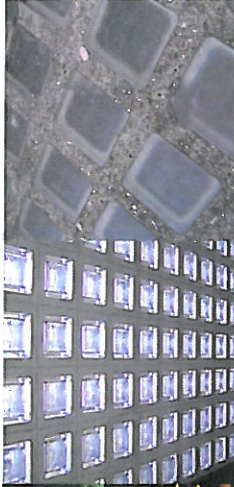
PAPER

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PAVING AND CORTEN STEEL EDGES



GLASS BLOCK PAVING



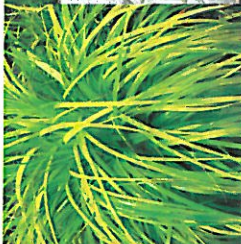
LIGHTING AND SITE FURNITURE



VINES



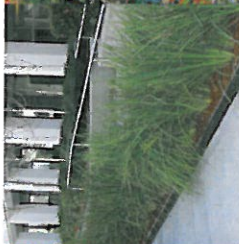
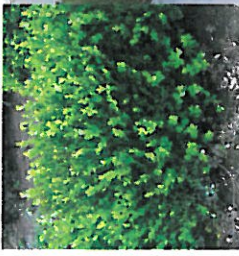
SEDGES



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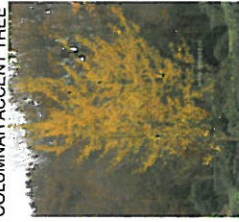
SMALL ACCENT SHRUBS



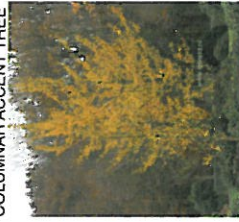
SMALL ACCENT TREES



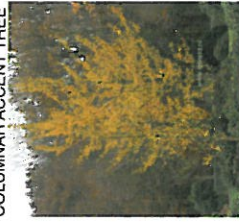
STREET TREE



ALTERNATE STREET TREE



COLUMNAR ACCENT TREE

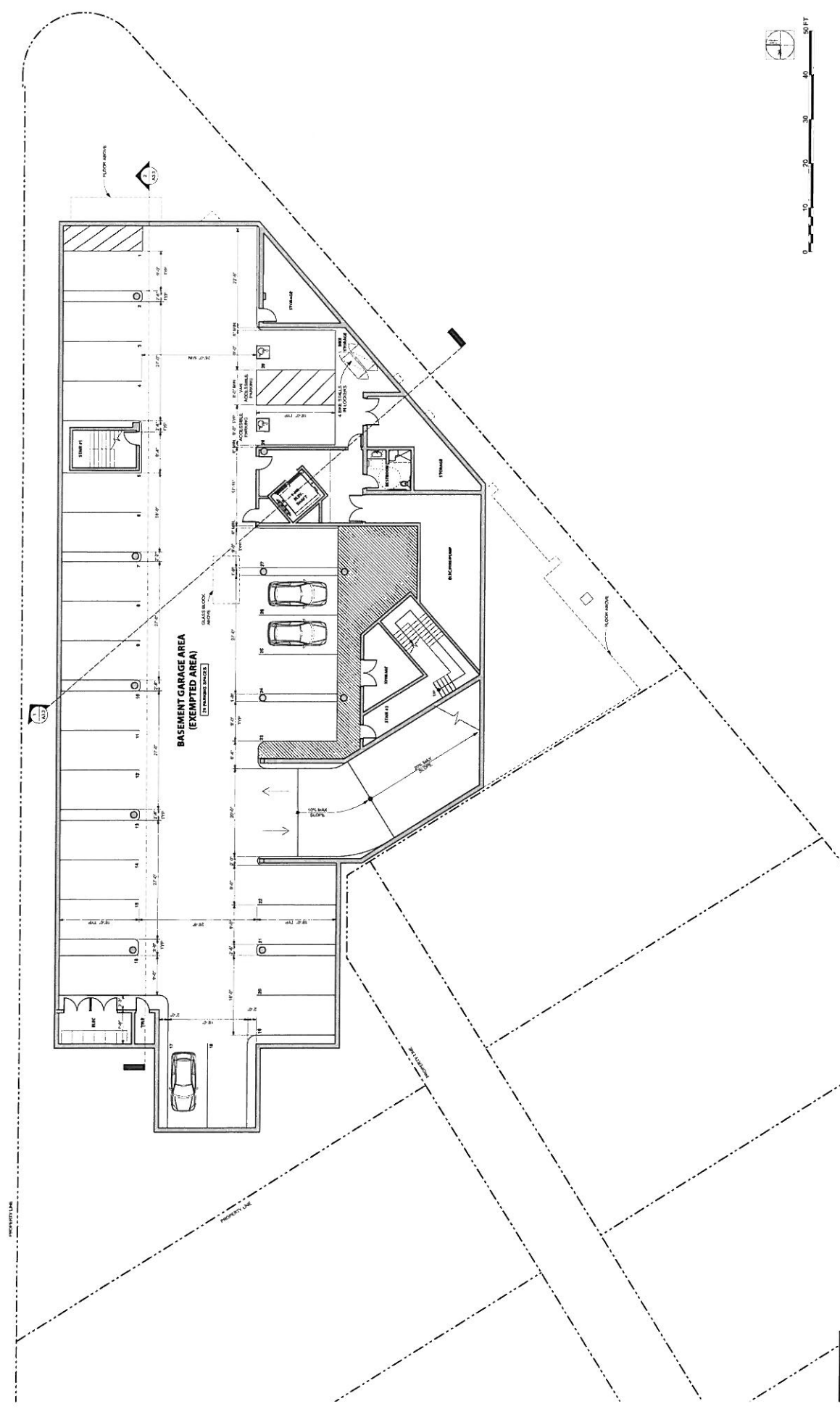


BAMBOO



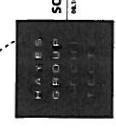
EVERGREEN SCREEN TREE



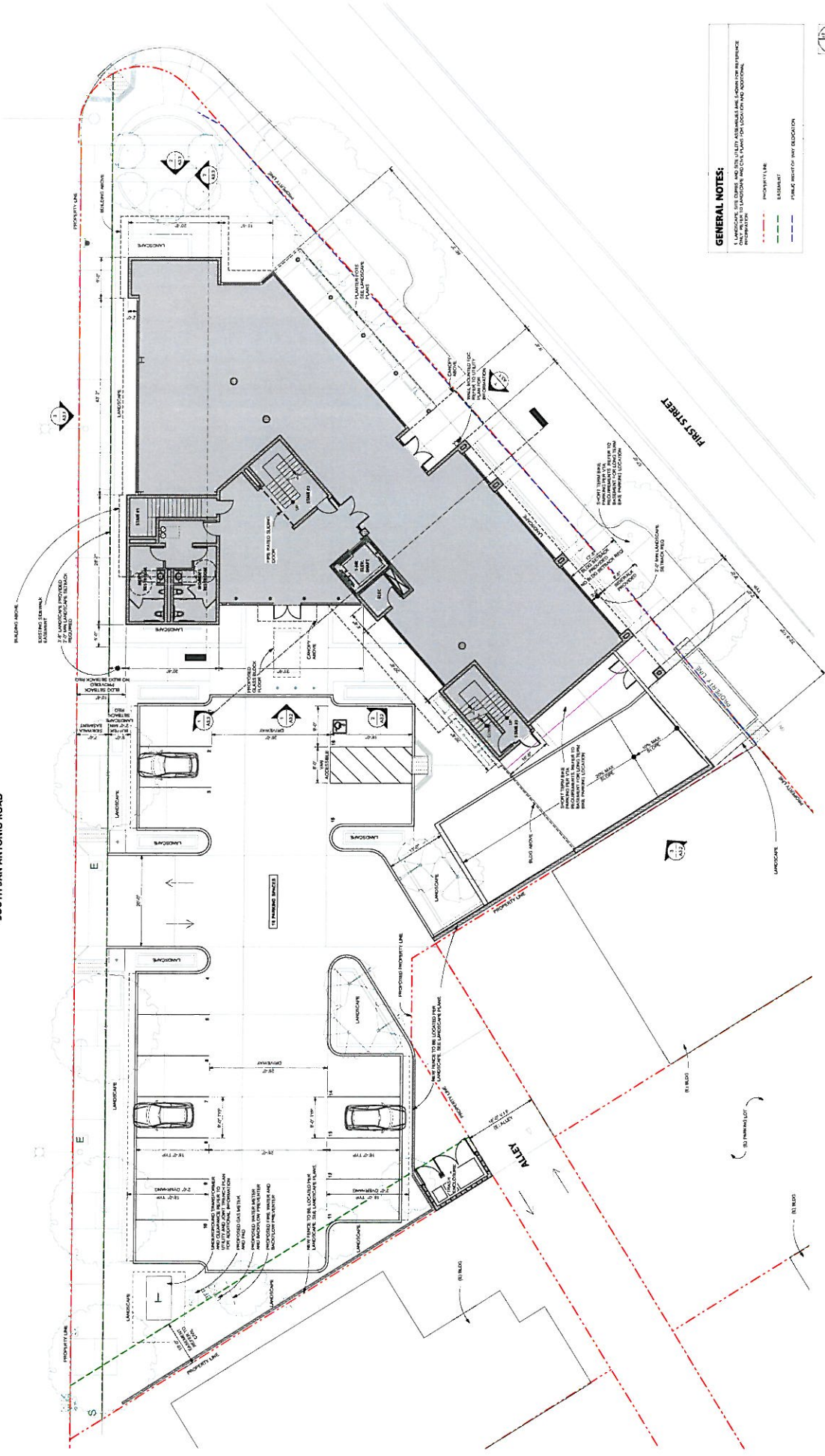


PROPOSED BASEMENT FLOOR PLAN A2.0

SOUTHGATE - 467 FIRST STREET, LOS ALTOS, CA 94022
 WALSH PLANNING ARCHITECTURE & INTERIOR DESIGN



SOUTH SAN ANTONIO ROAD



GENERAL NOTES:

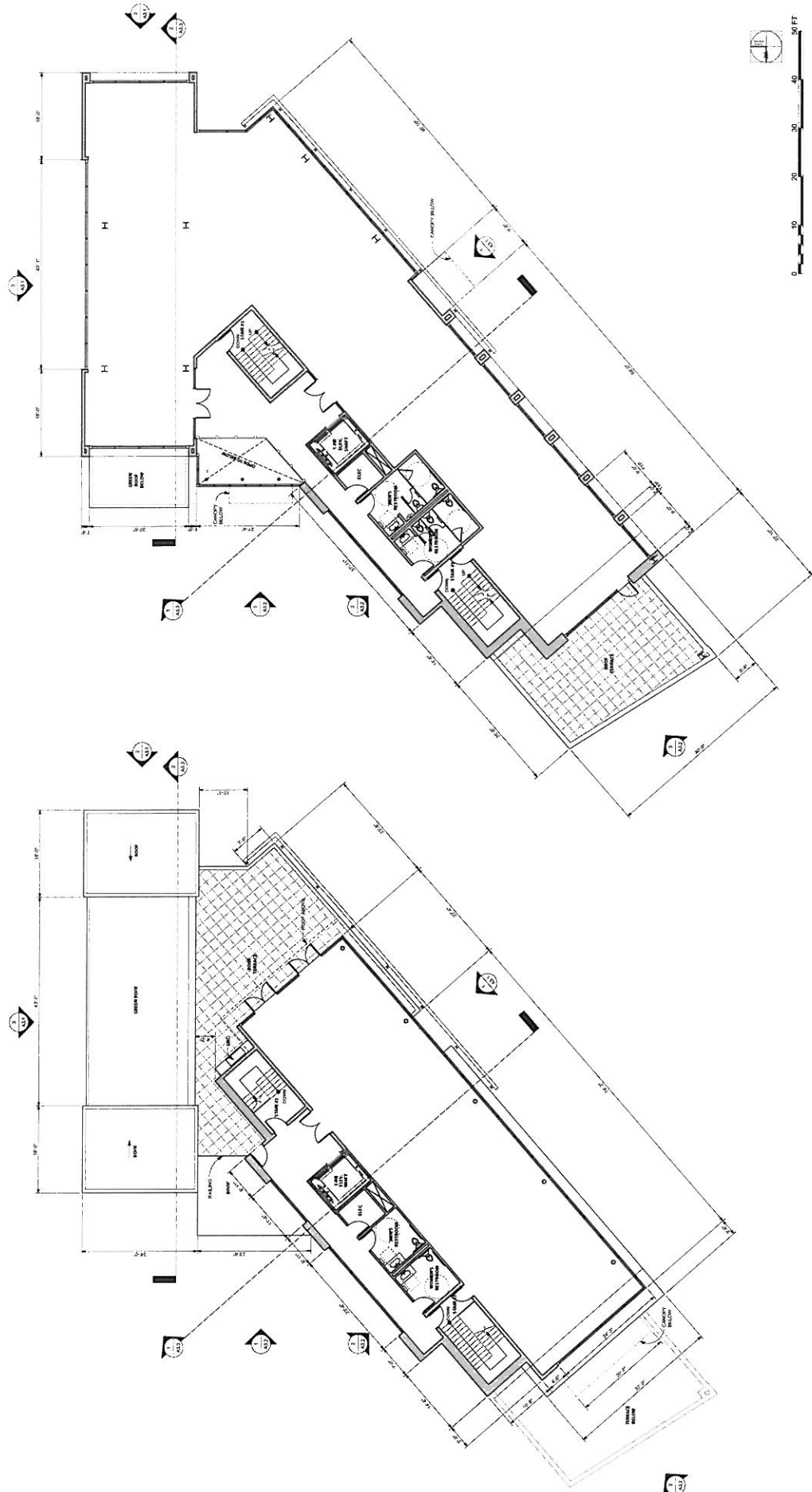
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PROPOSED FIRST FLOOR PLAN / SITE PLAN A2.1

SOUTHGATE - 467 FIRST STREET, LOS ALTOS, CA 94022





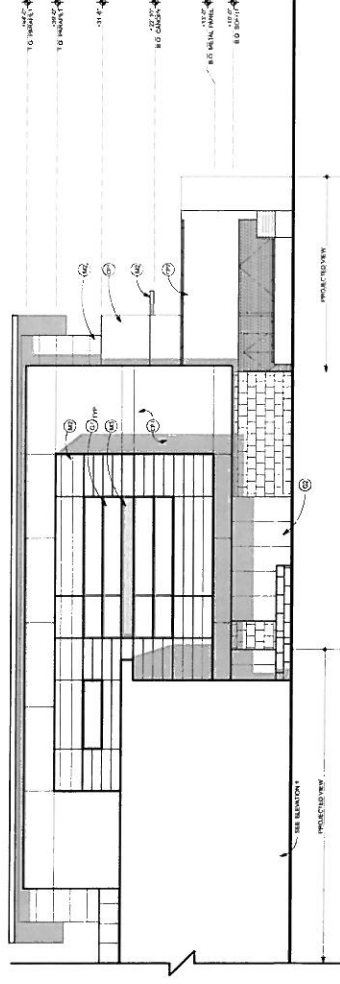
SECOND FLOOR PLAN 1
SCALE: 1/8" = 1'-0"

THIRD FLOOR PLAN 2
SCALE: 1/8" = 1'-0"

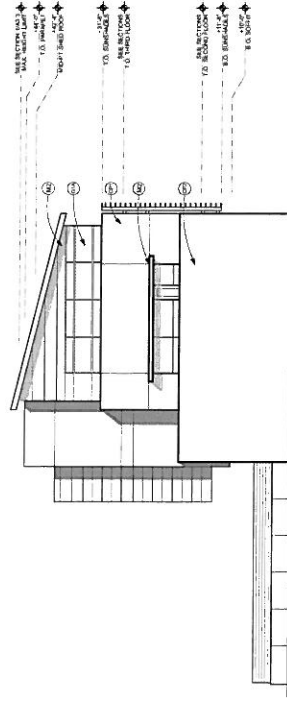


GENERAL NOTES

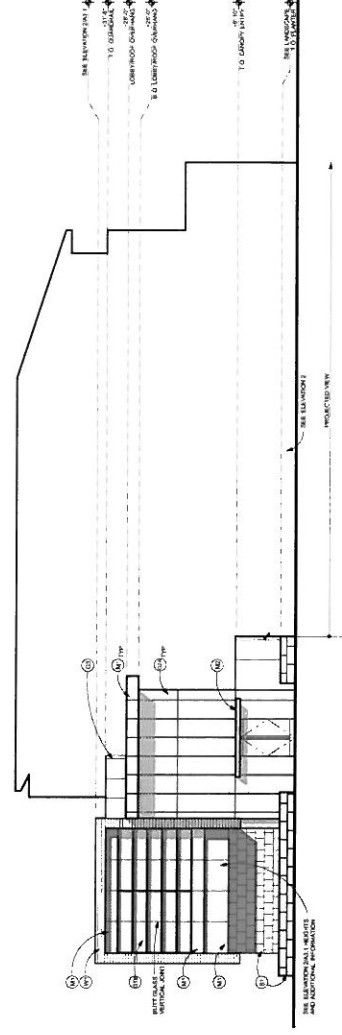
1. REFER TO LAYOUTS FOR MATERIAL INFORMATION
2. REFER TO ELEVATIONS SCALE FOR ADDITIONAL INFORMATION AND DETAILS
3. REFER TO ELEVATIONS SCALE FOR ADDITIONAL INFORMATION AND DETAILS



NORTHWEST ELEVATION 2
SCALE: 1/8" = 1'-0"



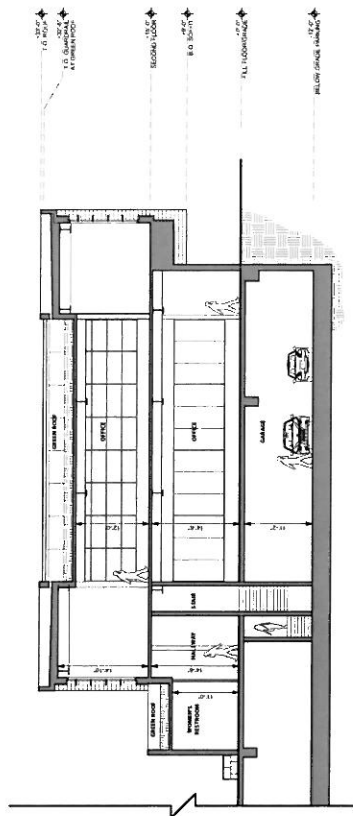
SOUTHWEST ELEVATION 2
SCALE: 1/8" = 1'-0"



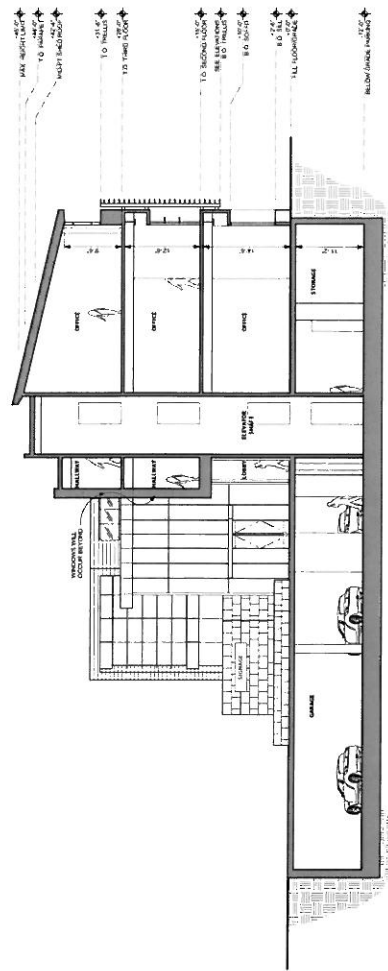
WEST ELEVATION 1
SCALE: 1/8" = 1'-0"

2
NORTH SECTION

PCMs: 100" x 15"

1
NORTHEAST SECTION

CALL 1-800-955-9700





DATE: September 25, 2013

AGENDA ITEM # 3

TO: Bicycle/Pedestrian Advisory Commission

FROM: Cedric Novenario, Staff Liaison

SUBJECT: Artistic Bicycle Racks

RECOMMENDATION:

Recommend approval of the revised Artistic Bike Rack Policy

BACKGROUND

At its May 14, 2013 meeting, the City Council directed staff to develop an Artistic Bicycle Rack Program. The BPAC provided comments on the draft Artistic Bike Rack Policy at its August 28, 2013 meeting.

DISCUSSION

The BPAC provided comments to the draft Artistic Bike Rack Policy at its August 28, 2013 meeting and are incorporated, as appropriate, into the draft policy. The staff liaison for the PAC was also present to answer detailed questions pertaining to advertising and signage as it relates to bicycle racks.

If approved, the Artistic Bike Rack Policy will be presented to the PAC for approval, with the eventual approval by the City Council later this year.

Attachment: Draft Artistic Bicycle Rack Program

ARTISTIC BICYCLE RACK PERMIT

I. Definition

The City of Los Altos Public Works Department issues permits for artistic bicycle racks Citywide, within the public right-of-way. All applications for artistic bicycle racks must be approved by the Public Works Director, or his/her designee. Applications include:

1. A site plan showing a north arrow, private property line, street names, sidewalk configuration and dimensions, pertinent street furniture and features, on-street parking adjacent to the proposed rack, an exact location of the proposed rack, orientation on site and rack type/design and color.
2. Name and address of the business or organization requesting the rack.
3. Contact name and phone number.

Art racks are non-standard bicycle racks that are owned and maintained by the permittee. A one-time, fee will be charged for the revocable permit.

II. Administrative Rule

All public sidewalks must have a minimum clear passage for pedestrians. A five (5) foot unobstructed sidewalk is required on all city streets. The rack should be aligned with existing street furniture, tree wells, etc., so as not to block the clear path of pedestrian traffic or the doors of vehicles parked at the curb. Exceptions to the required area will be reviewed on a case by case basis.

Bicycle Art Rack Permit Requirements

This is intended to cover standards, requirements and suggestions on designing and installing bicycle parking in the right-of-way for artistic bicycle racks. These guidelines are intended to clarify and not replace existing parking code requirements, or other standards. The City of Los Altos Public Works Department will use its professional expertise, experience, and specific code and other requirements to issue a special permit for installation of a non-standard rack in the public right-of-way.

Bicycle Racks must be designed and installed so that:

- A bicycle frame may have two points of contact and may be conveniently and securely locked to the bicycle rack using a standard U-shaped shackle lock;
- A bicycle will be reasonably safeguarded from damage;
- Each bicycle parking space is easily accessible without moving another bicycle for access and maneuvering;
- Each bicycle rack is securely anchored; and
- It meets all requirements set forth for Encroachment Permits.

Safety

- All bicycle rack designs must adhere to all Americans with Disabilities Act (ADA) standards for protrusions in the right-of-way including the ability to detect the rack with a cane. To be detected by a cane the protruding or leading edge of the rack shall be 27" or less above the sidewalk surface. Between 27" and 80" above the sidewalk surface, protruding or leading edges may overhang a maximum of 12;"
- The top of the bicycle rack must be a minimum of 36" tall. Except for the bicycle rack supporting brackets, the shortest section of the bicycle rack must be a minimum of 27" tall - enough to be perceived by pedestrians and avoid tripping hazards;
- The space between rack features must be larger than 9" or smaller than 3.5" to avoid children trapping their heads; and
- The design must not include sharp edges.
- The design should not damage the bicycle.

Space

- There shall be a minimum of 5' on the sidewalk behind or on the side of the parked bicycle to safely maneuver in and out of the rack without moving another bicycle;
- The rack should have a minimum of 2' clearance in length parallel to the curb on either side of the bicycle rack footprint;
- The rack shall be a maximum of 6' in length parallel to the curb and have adequate clearance available for pedestrian access; and
- Bicycle racks cannot be installed adjacent to disabled parking zones.
- Other locations not meeting these guidelines may be permitted upon City of Los Altos approval.

Rack Materials:

- The design may be fabricated of Schedule 40 steel or aluminum pipe with maximum 3" outside diameter, minimum 11-gauge tube, and/or metal plating with a minimum 1/4" thickness;
- Any square or round solid stock should be minimum dimension of 3/8" cold rolled or 1/2" hot rolled;
- The plates should have minimum of 1/8" interior radius and 1/4" exterior radius; and
- The rack should be sandblast finished before final coating with a minimum 3-5 mils thick powdercoating or a hot-dip galvanized finish.
- Other durable materials may be approved by the City of Los Altos.

Rack Installation May Include:

Base Plate Installation

- The base plates should be a minimum of 3/8" thick.
- Bolts should be vandal-resistant.

In-Ground Installation

- For in-ground mounting, the rack must extend at least 8" below the concrete surface. A minimum 3"-long crossbar should be welded to the pipe to secure mounting.

Liability and Maintenance

- The property owner or permittee will own and is responsible for any and all liability and maintenance associated with the bicycle rack.

Revocable Permit

- The Public Works Director grants a revocable permit to install a bicycle rack in the right-of-way. This permit is revocable and establishes maintenance and liability to the adjacent property owner or permittee with liability insurance on file with the Public Works Department. The Public Works Director, or his/her designee, may revoke the permit at any time in the event the public's need requires it, or the permittee fails to comply with the conditions of the permit. There is a permit and recording fee for revocable permits (see current fee schedule).

Sidewalk Conditions

- To obtain a permit to install an artistic bicycle rack, the Public Works Department will inspect the right-of-way adjacent to the property to be sure it is up to City Standards. If it is not up to City Standards, the property owner will be responsible for bring it up to City Standards.

Rack Design

- All racks shall comply with Los Altos Municipal Code Chapter 9.26. Any artistic rack designs not meeting design requirements shall require a variance.

III. Approval and Installation Procedures

This section is intended to provide an explanation of the process for requesting a permit to install an artistic bicycle rack.

1. Contact the Public Works Department. Have the following information ready: Proposed location and how many bikes the rack will accommodate.
2. Receive approval from the adjacent property owner. The property owner will ultimately be liable for the rack.
3. Prepare rack design, including a color drawing of the rack. See above for specific design requirements. The rack must comply with the Los Altos Municipal Code Chapter 9.26.

4. Prepare site plan. See above for specific site requirements. The location must be consistent with all applicable City plans and guidelines. The site plan shall be drawn at a scale of 1 inch = 20 feet.
5. Submit application, rack design and site plan to Public Works Department for approval. The Public Works Director, or his/her designee, will approve or deny the application. The artistic design of the rack may be referred to the Public Arts Commission for review, at the discretion of the Public Work Director, or his/her designee. The placement or appropriateness of the location of the rack may be referred to the Bicycle and Pedestrian Advisory Commission for review, at the discretion of the Public Work Director, or his/her designee. Please note, an artistic bicycle rack permit will not be issued "over the counter."

Once approved, the permittee shall be responsible for installation, maintenance, repair and removal of the rack.



DATE: September 25, 2013

AGENDA ITEM #4

TO: Bicycle/Pedestrian Advisory Commission

FROM: Cedric Novenario, Staff Liaison

SUBJECT: Relocation of U.S. Postal Service mail collection boxes

RECOMMENDATION:

Receive information and provide comments regarding the relocation of vehicle accessible mailboxes in the downtown area

BACKGROUND

At the June 25, 2013 City Council meeting, the Public Works Director presented information regarding the proposed new mailbox locations at Parking Plaza 2 and 3. This information was brought to the BPAC at its July 24, 2013 meeting at the request of the City Council.

DISCUSSION

In general, the BPAC and public in attendance opposed the proposed locations in Plaza 2 and 3. The BPAC and public in attendance provided comments ranging from keeping the mail boxes at its current location to, if the mailboxes had to be relocated, consider visibility and safety of the pedestrian, usage, vehicle access and traffic congestion (at and leading up to mailbox locations). Some locations offered by members of the public include W. Edith Avenue adjacent to Village Park or an area next adjacent to Lincoln Park. At the August 28, 2013 BPAC meeting, a representative from the Los Altos Property Owner's Downtown (POD) submitted a letter and spoke regarding the mailbox location. In general, this group endorses keeping the mailboxes at the current location.

Staff investigated the accident history at the current mailbox location on First Street. Fortunately, there are no reported bicycles or pedestrian accidents at or near the current mail box locations. Staff also inquired with the Postmaster regarding the current location of the mail boxes. The stance of the post office is they are satisfied with the current location. If, the mailboxes were to be moved, the post office requests that the locations are accessible to the public via vehicle drive through access and that it can be accessed by a large post office vehicle.

The BPAC may elect to recommend to the Council to keep the mailboxes at its current location since the current location of the mailboxes is satisfactory to the Postmaster no reported accident history, is in a well known location and has high usage.